From: Spandan Mishra

To: My Team

Bcc: Administration team, Refrigeration team

SUBJECT: SHARING SUPERVISION RESPONSIBILITIES

Dear all,

I am writing to request your team's help as supervisors in our system's development and innovation. I am looking to promote creativity and constructive change in the workplace, and any new ideas will be put into action once approved by the Board.

Please support us in the following areas:

- Administration team: Move to an office with ample sunlight, adjust the electrical lighting system accordingly, and ensure the employees' eyes are not affected.
- Refrigeration team: Install and adjust air conditioners for departments.
- My team: Analyse paper data and optimize team working levels and necessary equipment.

I would greatly appreciate it if your team could collaborate with us. Please contact us through this email if you have any new ideas.

Best regards,

Spandan Mishra